

# PERMITTING AND DEVELOPMENT REVIEW DIVISION FREDERICK COUNTY, MARYLAND

### Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701 Phone (301) 600-2313 • Fax (301) 600-2309

## BUILDING PERMIT INFORMATION RESIDENTIAL TANKS

Check each box after verifying that requirement is met for submittal.		<u>Submittal</u>	<u>Requirem</u>	<u>ents</u>	Verified by Staff: Date:		
1. 2.	Con	npleted app	lication form for Tanks, A		` '	en at all possible, a legal survey	should
<b>*</b>						drawn by hand. It must be legibl	
				er or legal		er, and must include the followi	ng:
			ty lines and property line			ng well if property is served	
		dimension			by we		
		property	tage or acreage of the			ng septic area if property is	
			testriction Lines (BRL)	٥		l by septic. ng driveway	
•		and utility		<u> </u>		led dimensions of the	
		•	ction arrow			sed new construction.	
		Scale of dr	rawing			sed new construction location	
		Property C	wner name(s)			setbacks from the proposed	
			ress of property			onstruction to property lines	
		_	welling and any other			r the nearest structure IN	
	m	existing st				H DIRECTION.	
3.			struction plans, per requi				
<b>1</b> 4.	rm	t out from t	ne Maryland Department at.state.md.us.	oi Assessi	nents an	nd Taxation Real Property Data	
<b>=</b> 5.				ed town ina	nerwork	k from the town is required before	•
	a ne	rmit applica	ation may be submitted.	Contact the	town fo	or details	.0
6.			the time of application:		00 1122 20	or domino.	
		<u>`anks</u>	* *				
	\$	10.00 Au	omation Enhancement F	ee			
		28.00 Fili	<del></del>				
	\$	5 55.00 Bui					
	3		alth Review Fee				
		52.00 Zor 3195.00 TO	ning Review Fee				
	ri,	193.00 10	iAL				
has ow lett	a no ner, u	tarized lette inless the p	er of permission. The nota ermission is for a permit	rized letter service to a	of perm ct on be	or must apply unless the applicanission must be from the land half of the contractor, and then to the service to act as an agent on the	he
1 3 2 2 2 2 3 3 4 4		ated Towns	s: Same, except no Zonin	g Review f	eet no H	lealth Review fee unless indicate	h
∭ Wa	ılk-Tl	rough Perr	nit Fees: Fees are the sa	me as abov	e, excep	ot there is no Health Review Fee	·

#### **Procedures**

#### STEP ONE - APPLY FOR THE PERMIT

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the above address.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. Walk-Through Permit applications are accepted between 8:00am and 3:00pm, Monday through Friday.

#### STEP TWO - OBTAIN REVIEW APPROVALS

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

#### Plan Review Timeframes:

- ➤ Walk-Through Permits. When the property is not served by individual well or septic, and the property is not within an incorporated town, the application may be considered for processing as a Walk-Through Permit. Walk-Through Permit applications are accepted, reviewed, and issued within the same day, usually within hours.
- > Conventional Permits. When an application is not eligible for walk-through processing, the review timeframe of the application by Plan is one week for their initial review comments for this type of application.

<u>Agency Review Status:</u> Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

#### Permit Issuance:

- ➤ Walk-Through Permits. When all reviews are completed, the approved permit packet will be prepared and issued when the applicant returns from obtaining approvals.
- > Conventional Permits. The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, inspection procedures, and additional information.

#### STEP THREE – OBTAIN INSPECTION APPROVALS

<u>Inspections</u>: The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

<u>Certificate of Completion</u>: The end result of the permitting process is the issuance of the Certificate of Completion. The Certificate of Completion is issued when all final inspections have been approved and the construction has been approved for use. It is mailed to the applicant of the Building Permit.

#### OTHER GENERAL INFORMATION REGARDING BUILDING PERMITS

- ➤ All fees must be paid at time of application, by check or cash. Credit or Debit cards cannot be accepted. Permit fees are calculated for each permit application. Each structure, use or permit type require a separate permit application.
- > Building Permits are non-transferable and non-assignable.
- ➤ Electrical and Plumbing Permits are separate permits with separate fees. The licensed person, or a property owner that passes a Homeowner Electrical or Plumbing Exam and is going to do the work applies for these permits.
- > <u>Time Limitation of Application</u>: An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant 1 or more extensions of time for additional periods up to 1 year each. The fee to extend a permit application or a building permit is the minimum permit fee of \$55.00. Each request to extend a permit shall be made in writing with justification and received in advance of expiration date.
- ➤ <u>Refunds</u>: Filing fees are non-refundable and non-transferable. In the case of an abandonment or discontinuance of a project that has been made and, upon cancellation, 50 percent of the fee paid, less the minimum fee may be refunded, provided (1) No construction has occurred, and (2) The request for refund is received prior to the expiration date of the permit. The request must be made on a form provided by the County. Revoked, suspended, expired or invalid permits are not eligible for refunds.

#### > Revisions:

- Revisions that are in direct response to a plan review comment The first plan revision or resubmittal is reviewed at no additional charge. The second plan revision or resubmittal is an additional 25% of the original fee, and the third and subsequent plan revision or resubmittal is at 50% of the original fee.
- All other revisions for Residential Uses are \$28.00.

#### CONTACTS FOR BUILDING PERMIT APPLICATIONS

General Information	301-600-2313
Customer Service Supervisor, Building Permits (processing or fee questions)	301-600-1089
Plan Reviewer (for construction plans)	301-600-1086
Zoning Reviewer (plot plans, setbacks, use, flood plain, building height)	
Environmental Health (well and septic information)	301-600-1726
Manager of Permitting Services	301-600-1082

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW DEPARTMENT OF PERMITS AND INSPECTIONS

30 NORTH MARKET STREET FREDERICK, MARYLAND 21701 301-600-2313 INFORMATION



•	TTACHMENT (A) - Tanks
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	A/P #
	Process
	Date:
	Application Reviewed
	By (initials):
	Dy (initials).

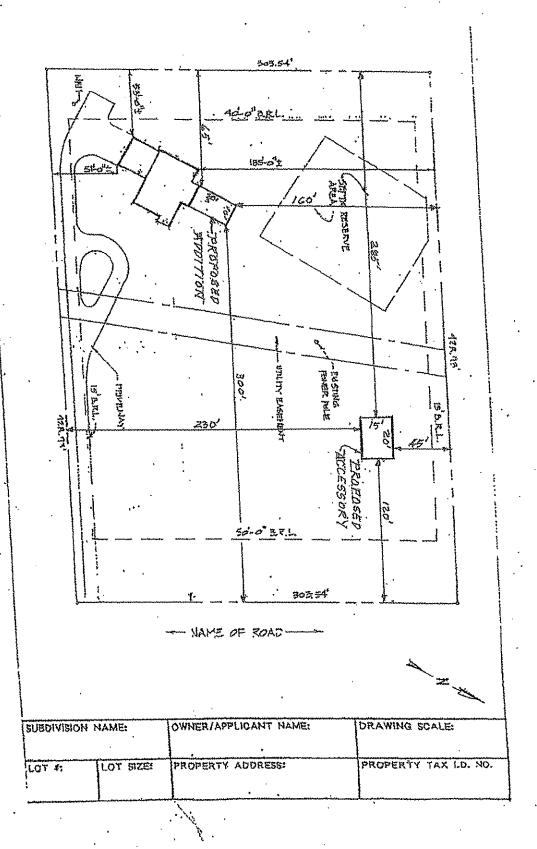
### **Building Permit Application for TANKS**

		SECTION I: CONT.	ACT INFORMATION			
<del></del>	rty Owner			ovement Contrac	tor	
Name(s):			Company name: (Contractor must apply when contracted to do the work)			
Current street address for abo	ove person(s):					
Town:	State:	Zip:	Current street (mailing) ad	ddress for Contrac	tor:	
Daytime Telephone Number:		· ·	Town:	State:	Zip:	
	it Service					
Name of Permit Service when	n applicable:		MHIC license number:		Exp Date:	
Street (mailing address) :			Contact Person for Contra	actor:		
Town:	State:	Zip:	Contractor Telephone Nu	mber: Fax #		
Contact Person for Permit Se	rvice (Applicar Phone #	nt/Contact)	Contractor e-mail Address	<u> </u>		
	S	ECTION II: PROPI	ERTY INFORMATION			
Current Property Owner(s):			Property Address of Jobs			
Eight Digit Property Tax ID (a	account) #		Town:	State:	Zip:	
Acreage or Square Footage	of Property:		Subdivision Name:	ernorote d T	Lot #	
Water Type : Well	<u>Sewer T</u> y Septic		Is Property Within an Inco Yes* *Town paperwork must be	No	pplication.	
Community	Commun	- <del></del>	Is this building situated along a State Road Y			
Is there a roadside tree that we defined as a plant that has a Yes No			to the proposed construction? all, or in part, within the right-	,		
Type of Work:INST	ALL	_REPLACE	REMOVE			
Type of Work: Non	Res	_Single Family Dwo	gTownhouse	Other		
	·····			Page On	e of Two	

BUILDING PERMIT APPLICAT	TION: TANK Page Two of Two
General Information	Construction Details
Cost of Tank and Installation:includes electrical, plumbing, labor & materials  Is Electrical Wiring Being Done? Y N	Tank Location  Above Ground Inside Structure Underground  Total Tank Capacity  Gallons
Check ther Type Tank:  Fiberglass Doublewall Fiberglass Singlewall Plastic Steel Doublewall Steel Singlewall Vault Doublewall Vault Doublewall Vault Singlewall  Will Tank be used to provide fuel to heat or other utility service to a building  Y  N	Distance to Nearest WellFeet  Tank Commodity: Set Backs  Diesel Fuel Front Rear  Kerosene Right Natural Left Oil Propane Water
	l in the processing of your application:
IMPORTANT - PLEAS The Applicant hereby certifies and agrees as follows: 1) The the information is correct, 3) that he/she will comply with all refereto, 4) that he/she will perform no work on the reference 5) that he/she knows that this permit does not include electric require a separate permit. Any change without approval of the grounds for the disapproval of a permit. The appropriate review Permit Application Extension:  The permit application is valid for 6 months. The fee to extend be made in writing prior to the expiration date, with justification 6 months.	regulations of Frederick County which are applicable of property not specifically described in the application: call or plumbing work: electrical and plumbing work the agencies concerned shall constitute sufficient ision fee shall be charged.
Properties Served by County Water and Sewer:  It is the applicant's responsibility to identify and disclose any near the proposed improvements. Approval of this permit by as a modification or amendment of any water or sewer ease Should an encroachment be found in the future, the cost to property owner.	DUSWM shall not, on behalf of the BOCC,be construed ment nor constitute permission to encroach thereon.
Building Permits and Applications for Building Permits	are non-transferrable and non-assignable.
Signature of APPLICANT	Please print name
	•
FY11/Web Packet/Res Tank/sg	Connection with application

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Martin O'Malley, Governor Anthony G. Brown, Lt. Governor John R. Griffin, Secretary Eric Schwaab, Deputy Secretary

## effective Oct. 1 Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree\* is trimmed or cared for in any way including removed, a Tree Care Permit must be obtained from the Maryland DNR Forest Service. A roadside tree is any tree that grows all or in part within a public road right-of-way\*\*. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree until the applicant first obtains a permit from the Department in accordance with this section." [NRA 5-406(D)] emphasis added

\* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

\*\* right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

#### To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required). Please remember that all applicants receive a paper permit and can submit these as requested.

#### If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: http://www.dnr.state.md.us/download/060905rtp.doc

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county\_map.asp

To learn more about Roadside Tree Law: http://www.dnr.state.md.us/forests/programapps/newrilaw.asp

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:	
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Countles)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)	
Kathy Kronner	Tod Ericson	Horace Henry	Becky Wilson	
MD Forest Service	MD Forest Service	MD Forest Service	MD Forest Service	
(410)-543-1950	(410) 836-4578	(410) 360-9774	(301) 777-5591	
kkronner@dnr.state.md.us	tericson@dnr.state.md.us	hhenry@dnr.state.md.us	bwilson@dnr.state.md.us	

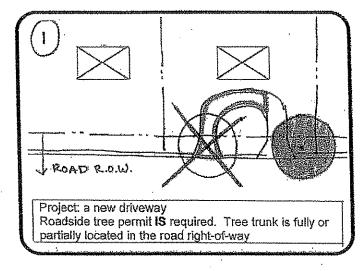
Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

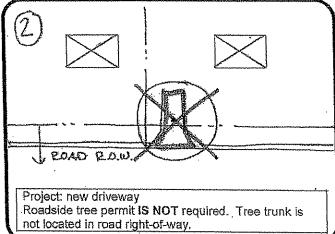
Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

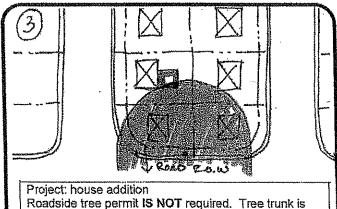
410.260.8DNR or toll free in Maryland 877.620.8DNR · www.dnr.maryland.gov · TTY users call via Maryland Relay

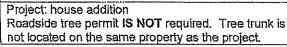


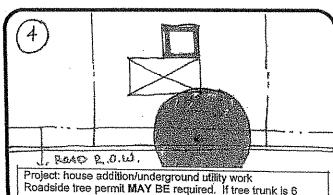
#### Roadside Tree Permit - Typical Situations 9/17/09











Roadside tree permit MAY BE required. If tree trunk is 6 inches diameter at breast height (dbh) or less and work stops at drip line, no permit is required. If trunk is greater then 6 inches (dbh) or roots 1 inch or greater are impacted, a permit is required,

